

## **YIS/Mentoring**

**Contract Language:** According to the DHS/DCFS Contract, Part II. B. Wrap Service Descriptions (Non-Medicaid Services),

### ***Intensive Supervision - Mentoring (YIS)***

#### **1. General Description of Service**

*Intensive Supervision-Mentoring is a non-residential intensive one-on-one supervision/mentoring service provided by trained individuals. It is the intent that an intensive supervisor/mentor be one staff member assigned to a Client to develop a trusting consistent relationship.*

#### **2. Service Requirements**

*Client services include:*

- a. Assisting the Case Manager with the coordination of needed community services such as therapy, educational/vocational programs, employment, and recreational services;*
- b. Monitoring the quality and need for continued service;*
- c. Monitoring of the Clients' behavior while in the community;*
- d. Teaching of basic living skills;*
- e. Academic tutoring;*
- f. Advocacy;*
- g. Crisis intervention;*
- h. Behavioral guidance and intervention;*
- i. Coordination with the Client's parents/guardians/foster/proctor parents;*
- j. Consultation between the Contractor and the Team members that may occur when the Client is present or not present;*
- k. Assisting the Case Manager in coordination of visitation; and*
- l. Other Intensive Supervision or Mentoring Client services that are approved by the Case Manager.*

#### **3. Limitations**

- a. Staff providing Intensive Supervision - Mentoring are not merely transporting the Client. Contractor shall not be reimbursed for time spent transporting Clients unless actively engaged in the above supervision-mentoring activities.*
- b. If a circumstance arises where it is appropriate for more than one Client under the supervision of a single staff to be together for an activity, prior written approval from the Case Manager shall be obtained and billing shall be for one Client only or divided among the various Clients.*
- c. Intensive Supervision – Mentoring services shall not be reimbursed when provided by the person(s) with whom the Client is residing.*
- d. Intensive Supervision - Mentoring services provided in a proctor home require prior written Division administrative approval.*

#### **4. Contractor Qualifications**

- a. The Contractor shall be licensed by the DHS/OL to provide child placing, residential support or outpatient services.*

*b. The Contractor's staff providing intensive supervision - mentoring shall meet the following requirements prior to providing services:*

- (1) Be 21 years of age or older;*
- (2) Have three positive written references from persons not related to the staff member applying to provide intensive supervision-mentoring services;*
- (3) Possess and maintain a valid driver license, verified annually by the agency; and*
- (4) Maintain automobile insurance consistent with the requirements pursuant to this Contract.*

## **5. Training Requirements**

*Staff providing Intensive Supervision - Mentoring shall complete training requirements for direct care staff as specified under General Training Requirements.*

## **6. Documentation**

*The Contractor shall develop and maintain a written activity log for each Client that includes the following:*

- a. Dates of services and activities;*
- b. Duration of services and activities, including start and end time;*
- c. Detailed description of specific services and activities provided including, but not limited to, conversations that took place, goals discussed, upcoming activities; and*
- d. Name of individual who provided the services and activities.*

*The Contractor shall provide a copy of a Client's activity logs to the Case Manager within three working days after the end of each month.*